

DDA SUBJECT FILE COPY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Seminar

FROM:

Director, Office of Training
and Education

EXTENSION

NO.

24 JUL 1987

DATE

OTE 87-6323

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Deputy Director for
Administration

27 JUL 1987

WJD

2.

3. Executive Registry
7D12 Hqs.

4.

5. Executive Assistant/
DCI

6.

7. Executive Director

8.

9. Deputy Director of
Central Intelligence

10.

11. Director of Central
Intelligence

12.

13. Director, Office of
Training and Education

14. 1026 CofC

15.

The DCI will be
away until 31 August.
Because he participated
last time, try later at
end of course. Perhaps
we can get on calendar.

* All copies sent
b/c to. OTE 7/28/87

11. For Approval

DDA REGISTRY
FILE: 100-20

24 JUL 1987

OTE #87-6323

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

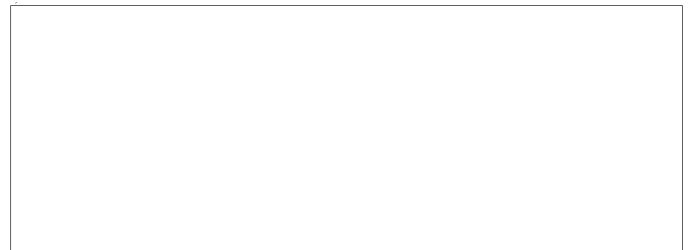
FROM:
Director of Training and Education

SUBJECT: Executive Seminar

1. I would like to request that you meet with members of the next Executive Seminar on Friday, 28 August from 1400-1500 hours in your Conference Room. This meeting would immediately precede the week-long Seminar to be held at the Donaldson Brown Conference Center, Port Deposit, Maryland.

2. The Executive Seminar, required of all newly appointed members of the Senior Intelligence Service, focuses on executive leadership, including the qualities and competencies of successful leaders in government, industry, and education. We also view the Seminar as an opportunity for the new SIS officers to meet with senior leaders of the Agency in order to learn the latter's views on Agency directions and objectives as well as their expectations of these new officers. In this context, the views of the Director are, of course, of greatest importance.

3. I hope that you will be able to meet with members of the seminar on 28 August as I feel certain that they would benefit greatly from the opportunity to meet and exchange views with you on achievement of the goals you have set for this Agency.



SUBJECT: Executive Seminar

_____ I agree to meet with the Executive Seminar participants
on 28 August 1987, 1400-1500 hours in the Director's
Conference Room.

Alternate Dates

_____ 28 August, morning

_____ 27 August, anytime

_____ 26 August, anytime